



SBDM Required Policies & Decisions Checklist for Elementary Schools

Purpose: Policy and decision making authority is granted in KRS 160.345 to schools for the purpose of creating an environment in each school that will enhance student achievement. This checklist is designed to assist school councils in reviewing and revising their school council policies to determine if statutory requirements are met.

Acronyms Used in this Document: RP – Required Policy for School Councils per KRS 160.345
RD – Required Decision for School Councils per KRS 160.345 (Reflected in a Policy or Bylaw)
RBL – Required By Law for Schools by KRS 160.345

Statutes and Regulations Impacting School-Based Decision Making:

KRS 160.345	School-Based Decision Making	KRS 158.6453	Assessment of Achievement goals
KRS 157.360	Maximum Class Size Base Funding Levels	KRS 158.649	Achievement Gaps
KRS 158.031	Primary Program	KRS 160.347	Removal of Council Members
KRS 158.060	Non-Teaching Time for Teachers	702 KAR 3:246	School Council Allocation Formula
KRS 158.102	Requirement for Library Media Center	703 KAR 4:040	Verifying Successful Completion of Primary
KRS 158.150	Suspension and Expulsion of Pupils	703 KAR 5:010	Assessment and Accountability Definitions
KRS 158.181	Legislative Findings on Religious Liberty for Students	704 KAR 3:440	Primary School Program Guidelines
KRS 158.6451	Model Curriculum Framework		



Statute/Regulation	Status	Topic	Present and Updated	Needs Revision	Policy Needed
KRS 158.031(4)	RD	Primary Program: Determine the organization of its ungraded primary program including the extent to which multiage groups are necessary to implement the critical attributes based on the critical attributes and meeting individual student needs.			
KRS 160.345(2)(c)2	RP	Committees: To determine if committees are to be established. If established, the committee policy must address: <ul style="list-style-type: none"> • facilitation of the participation of interested persons • number of committees needed • committee jurisdiction • composition • membership process 			
KRS 160.345(2)(h)	RP	Define consultation in the selection of personnel by the principal: Including but not limited to meetings, timelines, interviews, review of written applications and review of references.			
KRS 160.345(2)(i) 1	RP	Determination of curriculum, including needs assessment and curriculum development: Developmentally appropriate practices for students, including but not limited to integrated curriculum, learning centers, process writing, discovery learning, writing across the curriculum, thematic units and special projects; how authentic assessment and qualitative reporting will be done for students.			
KRS 160.345(2)(i)2	RP	Assignment of all instructional and non-instructional staff time: Assignment of all instructional aides' and teachers' staff time .			
KRS 160.345(2)(i)3	RP	Assignment of students to classes and programs within the school: How students will be assigned to teachers within the school and/or how families will have input into which classroom their child is in; how special needs students will be included.			

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KRS 160.345(2)(i)4 KRS 158.031	RP RD	Determination of the schedule of the school day and week, subject to the beginning and ending times of the school day and school calendar year as established by the local board: Configuration of flexible grouping for academics, including but not limited to multi-age and multi-ability groupings for students, cooperative learning, discovery learning, and themes and projects that allow continuous progress through the school for each child.			
KRS 160.345(2)(i)5	RP	Determination of use of school space during the school day: Including the location of classrooms, music, PE, arts and other special classes.			
KRS 160.345(2)(i)6	RP	Planning and resolution of issues regarding instructional practices: Implementation of school-wide instructional models that require teachers to use specific methods should be included in the policy.			
KRS 160.345(2)(i)7	RP	Selection and implementation of discipline and classroom management techniques as a part of a school safety plan, including responsibilities of the student, parent, teacher, counselor and principal: Any school-wide behavior management program that requires every staff member to participate should be included in the policy (e.g., CHAMPS, K-CID, Second Steps, Project Bravo).			
KRS 160.345(2)(i)8	RP	Selection of extracurricular programs and determination of policies relating to student participation based on academic qualifications, and attendance requirements, program evaluation and supervision: Policy must be consistent with district board policies and guidelines and, for high school athletics, KHSAA guidelines.			
KRS 160.345(2)(i)9	RP	Procedures, consistent with local school board policy, for determining alignment with state standards, technology utilization and program appraisal: Procedures for assuring that instructional technology that is correlated with the curriculum is implemented throughout the school and program evaluation measures are in place.			

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KRS 160.345(2)(j)	RD	Each school council shall annually review data as shown on state and local student assessments and program assessment required under KRS 158.6453. After the required review, the school council shall include families, faculty and staff from the school in developing and adopting a comprehensive school improvement plan that will establish specific targets for closing all achievement gaps identified in the school.			
KRS 160.345(2)(d)	RD	Meeting frequency & agenda: Council and committees meetings; times should facilitate participation for all stakeholders.			
KRS 160.345(2)(e) KRS 61.810	RD	Open meetings: <ul style="list-style-type: none"> • regular meeting schedule (time, place and how advertised) • special-called meetings • closed session 			
KRS 160.345(2)(f)	RD	Number of personnel in each job classification: The process for determination the number of positions for each job classification (e.g., the number of English teachers, number of 5th-grade teachers. The council must look only at positions and not the personnel that occupy the position at any given time.			
KRS 160.345(2)(g)	RD	Determining: <ul style="list-style-type: none"> • textbooks • instructional materials • student support services 			
KRS 160.345(2)(h)	RD	Personnel decisions: Includes the consultation for staff vacancies. If the vacancy is the school's principal, the school council must receive training in principal selection prior to the selection process. The superintendent (or designee) serves as the chair of the school council during principal selection.			
KRS 160.345(2)(i)(10)	RP	Consultation procedures: Consultation with the school council in selecting personnel including certified teaching staff and instructional assistants.			

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KRS 160.345(4)	RD	Any other authority granted by the local board of education: The local board of education may grant decision-making authority where permitted by law.			
KRS 160.345(6)	RD	Mandated training for all school council members: <ul style="list-style-type: none"> • New members must have six hours of new member council training. • Experienced members must have three hours of experienced member council training. 			
KRS 160.345(2)(a)	RBL	Membership of the council: The composition of a school council includes one principal, two parents and three teachers. The composition may increase proportionately.			
KRS 160.345(2)(b)1	RBL	Length of council terms: Teacher and parent representatives are elected for one-year terms. The school council, in its bylaws, may adopt a policy setting different terms beginning with subsequent elections. The principal serves as the chairperson of the school council.			
KRS 160.345(2)(b)2	RBL	Election of minority parent/teacher representatives: Schools that have more than eight percent minority student population must have a minority representative on the school council. If needed, the principal conducts the election of a minority teacher and parent representative.			
KRS 160.345(2)(c)1	RP	Learning environment: School council sets school policy consistent with district board policy to provide an environment to enhance students' achievement.			
KRS 158.181	RD	A safe harbor exists for schools desiring to avoid litigation and to allow the free speech and religious liberty rights of students to the extent permissible under the establishment clause.			

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KRS 160.345(3)(a)	RD	School budget and administration: The local board must have a policy for schools and school councils addressing the use of discretionary, activity and other school funds, as well as procedure for other funds and the authorizing agent for reimbursement. The school council may have a policy for the use of its school funds.			
KRS 160.345(3)(b)	RD	Assessment of individual student progress: Including the reporting of data and the progress reporting format to be used by the teachers and staff in the school. The school council may adopt a policy setting guidelines for reviewing school data as part of goal-setting.			
KRS 160.345(3)(c)	RD	School improvement planning process: School and district improvement plan formats are determined by board guidelines and policy The school council determines the goals and strategies to reach school goals within the planning process			
KRS 160.345(3)(d) KRS 160.345(8) KRS 158.060(4)	RD	Professional development plans: Should be aligned with professional development needed for staff members to implement the activities in the school improvement plan, including programs requiring the participation of every teacher. Teachers should be allowed non-teaching time to allow for professional growth activities.			
KRS 160.345(3)(h)	RBL	Requirements for recordkeeping: School councils are required as a public entity to keep accurate records according to the records retention schedule.			
KRS 160.345(3)(i)	RBL	A process for appealing a decision: The school council must have procedure for any stakeholder to appeal a decision made by a school council.			

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KRS 160.345(11)	RP	<p>Each school council (or a school containing grades K-5 or any combination thereof) shall develop and implement a wellness policy. Includes moderate to vigorous physical activity each day and encourages healthy choices among students. May permit physical activity to be considered part of the instructional day, not to exceed 30 minutes per day, or 150 minutes per week. Each school council shall adopt an assessment tool to determine each child's level of physical activity on an annual basis.</p>			
KRS 158.6453(7)(c)	RP	<p>Each school-based decision making council shall adopt policies that determine the writing program for its school and submit it to the Department of Education for review and comment. The writing program shall incorporate a variety of language resources, technological tools and multiple opportunities for students to develop complex communication skills for a variety of purposes.</p>			